PER Quick Reference Guide

Most projects identified in an ARP Non-Competitive grant application require engineering work, including a Preliminary Engineering Report (PER) and plans and specifications. PERs focus on an issue and evaluates a suite of alternatives to address the issue(s). This reference guide provides information on the PER submission and expected approval process.

Requirements

- ✓ A PER is required for all projects except for construction only projects or Asset Management Plans (AMPs).
- ✓ A Facilities Plan (FP) is an acceptable alternative to the PER. An FP is associated with State Revolving Fund (SRF) loan projects.
- ✓ The PER (or approved substitute) may be the final deliverable for an Investigation and Planning project.
- ✓ The PER is required before starting any construction work.
- ✓ For completed projects or projects in progress, a PER commensurate with the value of the scale of the project must be uploaded to GMS as part of the deliverable package.
- ✓ PERs should follow the Interagency Preliminary Engineering Memorandum template format.

PER Submission

- ✓ All PERs for water and wastewater projects will be reviewed by both the State Water Infrastructure Grants (SWIG unit) and the Engineering Services Unit (ESU).
- ✓ Stormwater PERs will be reviewed by SWIG only
- ✓ All PERs for ARP Non-Competitive grant projects should be labeled as ARP. This will help Engineering Services Unit (ESU) distinguish the PERs from other programs.
- ✓ PERs (or approved substitutes) must be uploaded to MyTDEC Forms and in GMS under the Deliverables Activity.
- ✓ ESU and SWIG will confirm if the PER is sufficient within 30 days.
- ✓ If the PER does not match the approved project(s), the PER will be returned to the grantee to be updated.
  - o Grantees have 30 days to update the PER.
- ✓ Once ESU approves the PER, the grantee will be issued a "statement of no concern" (SONC) via email.
- ✓ The grantee must upload this to GMS under the "Deliverable" Activity.

Plans and Specifications

✓ Plans and Specifications (P&S) can only be approved once the PER is approved.

✓ All P&S for ARP Non-Competitive grant projects should be labeled as ARP.

✓ P&S (or approved substitutes) must be uploaded to MyTDEC Forms and in GMS under the "Deliverables" Activity.

✓ P&S will follow the typical ESU process for sewer (Plans Review and Approval for Sewage Works Construction Projects) and for water systems (Plans Review and Approval for Public Water Systems)

✓ Both SWIG (programmatic to ensure it aligns with application) and ESU (ensure P&S meet rules and design criteria) will conduct separate reviews of P&S

✓ ESU will review and approve the P&S within 30 days.

✓ Once approved by ESU, the grantee will be notified via email.

✓ The grantee must upload the approved plans and specs and P&S approval notification to GMS under the "Deliverable" Activity for SWIG review.

CAP/ER (if applicable)

✓ For entities with significant non-compliance, an approved Corrective Action Plan/Engineering Report (CAP/ER) must be provided.

✓ All documentation relating to compliance schedule items in an entity's Order and Assessment should be submitted electronically to DWRWater.Compliance@tn.gov or in duplicate to the addresses for the applicable field office (https://www.tn.gov/environment/contacts/about-field-offices.html) and to the Compliance and Enforcement Unit:

> Jessica Murphy, Manager
> Enforcement and Compliance Unit
> Division of Water Resources
> William R. Snodgrass TN Tower
> 312 Rosa L. Parks Ave., 11th Floor
> Nashville, 37243

✓ Once the grantee has received approvals from Compliance and Enforcement (and ESU as needed) then upload the approved CAP/ERs to GMS under the "Deliverable" Activity.

✓ SWIG will check to ensure the CAP/ER aligns with the proposed projects.